

POSITION ANNOUNCEMENT



National Institute of Aerospace (NIA)

[National Institute of Aerospace](http://www.nianet.org)

Contract Administrator

The National Institute of Aerospace (NIA) is actively seeking a senior level Contract Administrator. The successful candidate's duties will involve pre- and post-award activities, primarily with sub-contractors. Some proposal preparation and cost analysis will be required in support of prime contract proposals.

Minimum Qualifications:

- BS degree and a minimum of 5 years previous government grant & contract administration
- University research administration experience preferred
- Demonstrated knowledge of federal regulations governing grant and contract administration, including knowledge of pertinent OMB Circulars and FAR required
- Excellent verbal and written communication skills required

Please send résumé, salary requirements, and contact information for three professional references to:

Cathy Hopkins
Human Resources Manager
National Institute of Aerospace
100 Exploration Way
Hampton, VA 23666

or

e-mail to HR@nianet.org

or

Fax to (757)325-6754
Attn: Human Resources

NIA is an equal opportunity employer.